

Clitheroe Royal Grammar School

Founded in 1554



Science Technician

CRGS
SIXTH FORM





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July 2026

Dear Applicant,

Thank you for your interest in the position of Science Technician at our school. Within this information pack, you will find the Job Description and Person Specification. Additional documents including safeguarding documents and the school's ICT and Online Safety Policy are available via our website.

We are a school with a rich heritage and a forward-looking approach, committed to providing a welcoming, supportive and dynamic environment for both students and staff. As we continue to grow, we remain focused on preparing young people to thrive as global citizens through a contemporary curriculum and a holistic, nurturing education. We are fortunate to work with exceptional students who are enthusiastic and motivated.

We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 664 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 840 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

If, after reading the accompanying background information, you feel that this is the right role for you (and we hope that you will) please submit your application by email to Lynne Higginbottom (Bursar & CFOO) at bursar@crgs.org.uk. Your application should include a supporting letter outlining your particular strengths and how your skills and experience have prepared you for this position on no more than 2 sides of A4. Further information about the school can be found at www.crgs.org.uk.

Closing date: Monday 14th September (12 noon), interviews are expected to take place week commencing 21st September 2026.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Best wishes

James Keulemans
Headteacher





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We are seeking to appoint an enthusiastic, self-motivated Science Technician to join our outstanding school. This position is a valued role within our school and plays a pivotal part in the support function provided to our teaching staff and students.

Working under the guidance of the Senior Science Technician, the successful candidate will work as part of a small team of technicians, providing support to the science department across the whole school – including both the Main School and Sixth Form sites. You will be key in helping to maintain the smooth running of the department.

The role will involve:

- Preparing and organising laboratories for practical lessons
- Ensuring compliance with health and safety regulations, including risk assessments, safe storage, and disposal of chemicals and equipment.
- Providing technical support to teaching staff and students during practical activities and demonstrations
- Maintaining and organising equipment and materials to ensure resources are safe, available, and fit for purpose
- Communicating with staff across the department

The school is a busy environment and this is a valued role that requires enthusiasm, attention to detail, strong organisational skills and the ability to multi-task, while maintaining a professional and approachable manner. You will need to work to deadlines effectively, communicate well with colleagues and bring a positive, proactive approach to your work. Previous experience of working in a laboratory/science environment is desirable, but not essential as full training will be given.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a truly rewarding place to work. If you share our values, we would love to hear from you. If you have any queries or would like an informal, confidential discussion, please do not hesitate to contact Lynne Higginbottom (Bursar & CFOO) by email at bursar@crgs.org.uk.

Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/>
Completed application forms should be returned by email to: bursar@crgs.org.uk.

If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

We reserve the right to close this vacancy early should we receive a high volume of suitable applications. Therefore, we encourage interested candidates to submit their applications as soon as possible to avoid disappointment.

The closing date for applications is Monday 14th September 2026 at 12 noon, interviews are expected to take place week commencing 21st September 2026.



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Job Description – Science Technician

Salary	Grade 4 Point 4 (£25,185) to Grade 4 Point 6 (£25,989) p.a. pro rata. (pay award pending) Actual salary £18,290 to £19,133 - depending on experience (pay award pending)
Responsible to	Head of Science, Bursar and Senior Science Technician
Location	Sixth Form / Main School
Hours of Work	31.5 hours per week, Term Time Only

Core Purpose of the Role

- In accordance with the practices and procedures of the school, support teaching staff by providing a safe and efficient laboratory technical service across Main School and Sixth Form
- Support the day to day running of the science laboratories
- Support and comply with all health & safety responsibilities and processes in the science department.

Practical Duties

- Preparation, manufacture and assembly of apparatus and the checking and issue of materials, components, apparatus and tools for classroom activities across Main School and Sixth Form.
- Checking and monitoring of equipment before and after use.
- Disposal of residues, including hazardous waste in accordance with health and safety requirements.
- Contributing to the design and development of practical activities.
- Trialling practical activities and feeding back to teaching staff.
- Developing, designing and constructing apparatus and other teaching aids.
- Costing and providing alternatives where necessary.
- Involvement in discussing the practical requirements of the curriculum.
- Undertaking safe working practices in accordance with health and safety regulations.
- Checking and maintaining resources to ensure they are in a safe state.
- Advising teachers about safe working practices in accordance with health and safety and other regulations.
- Maintaining health and safety information sources.
- Assisting and supporting teachers with practical classroom activities.
- Undertaking training as required to assist in the performance of duties.
- Setting up rooms for Open Evenings.

Maintenance of Facilities and Resources

- Maintaining laboratory and other practical activity areas.
- Maintaining apparatus and equipment, including cleaning.
- Storage of equipment, apparatus and materials (including chemicals) in accordance with health and safety requirements.
- Setting up and maintaining specialist resources including plant and animal collections.

Technical Advice and Assistance

- Advising teachers and students about available resources.
- Giving technical advice regarding the operation and application of equipment.
- Assisting in practical activities if required.
- Liaising with other departments within school.

- Communicating with outside agencies and establishments.
- Liaising with technicians in other establishments.
- Supporting inexperienced members of staff in practical work.

Student Support

- Helping with Science club.
- Displaying students' work.

Administrative Support

- Setting up operating systems for the line management and control of practical resources e.g. stock control, location and availability of practical resources.
- Placing orders on SAGE for approval.
- Local purchasing.
- Co-ordinating the use of resources and facilities.
- Photocopying, organising copying and filing worksheets.
- Entering students' test results on computer files.
- Filing students' investigations.
- Collating reports.

Other Duties

- Any other reasonable duties as defined by the Head of Science/Bursar/Senior Science Technician.
- To complete a three-day First Aid in the work place training course, act as a First Aider at either site as needed and maintain the certification while an employee of CRGS.

Knowledge and Skills

- Competent in the use of Microsoft Office suite applications, email and other Management Information systems.
- Strong interpersonal, written and verbal communication skills.
- Able to work calmly under pressure, to prioritise and to meet deadlines as required.
- Good level of accuracy and efficiency.

Contribution to Whole School:

- Work within and promote all school policies and procedures.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care for their own and other people's health and safety.
- Work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- Uphold and promote the values and ethos of the school.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.
- Be mindful of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for 31.5 hours per week, term time only.
- Hours for the post will be for the benefit of the school but are expected to be Monday to Friday, 8:30am to 3:30pm (2:30pm Wednesday) with 30-minute break for lunch. Flexibility is essential.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required, adapting to the changing needs of the school as necessary.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification Form – Science Technician

	Essential	Desirable	Method of Measuring
Qualifications			
Excellent numeracy and literacy skills	X		A, I
GCSE level 5-9 or equivalent to include Maths and English	X		A
Educated to A Level or vocational equivalent in Science or a similar subject		X	A
Experience			
Experience of working in a laboratory		X	A, I
Experience of working in a school environment		X	A, I
Able to demonstrate suitability for working with young people	X		A
Knowledge/skills/abilities			
Ability to perform tasks efficiently and accurately and use own initiative when appropriate	X		I, R
Computer literate with good familiarity with Microsoft Office 365 applications	X		A
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
To work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
High degree of personal motivation, initiative, energy and excellent interpersonal skills	X		A, I
Ability to build and maintain effective working relationships	X		A, I, R
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I
Current awareness of health and safety regulations within a laboratory environment		X	A, I
First aid certificate		X	A
Willing to undergo training for the role and willing to fulfil first aid duties	X		A, I
Other			
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I, R

A commitment to continuing professional development	X		A, I
Full driving licence		X	A, I

Note to Applicants:

The essential criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The desirable criteria are used to help decide between candidates who meet all the Essential Criteria.

The evidence column shows how the school will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.